

**CHANGE REQUEST / AMENDMENT**  
**PIJ ID ED19002 - AELAS School Finance Payment System**  
 Department of Education

**Original Budget:**

Total Development Budget           \$ 9,100,000.47

Total Operational Budget           \$ 2,008,264.92

Total Project Budget                 \$ 11,108,265.39

Current End Date: 2/3/2020   Revised End Date: 6/5/2023

**Areas Affected:**

End Date                                   No

Development Costs                   No

Scope                                     Yes

**Phase I Approved Budget:**

Development Budget                   \$ 3,000,000.00

**Change Description:**

AMENDMENT 01: (08/19/20 ITAC)

ADE is submitting an Accelerated Plan (AP) to the original scope of the School Finance Payment System which has no significant impact to the budget or end date of the PIJ. The Accelerated Plan as compared to the original plan is not shorter but escalates the APOR development and implementation by one year for "Must Have" items to make payments to charters and school districts.

ADE is requesting an approval for the next two quarters (Q1 – Q2 FY21) that will address development and implementation of the CHAR and APOR/CHAR common requirements.

Specifically, ADE is requesting a limited scope of Accelerated Plan Phase I be approved by ITAC:

1. Phase I scope limited to the system function identified in the AP Estimate (attached) as Phase I subsystems CHAR and Common, and Dev Priority 1-4.
2. Complete documentation of Requirements for Phase I, subsystems APOR, Dev Priority 5-7.

There are no changes in overall financials for Phase I. By the end of Phase I Part 1, there will be a balance of \$1,047,658.

Once ADE completes this scope of work, ADE will return to ITAC for a change request to add the remainder of Phase I scope before the end of the project timeline, June 30, 2021. Authorization to implement the proposed scope with a commitment to faithful adherence to the conditions proposed by ADOA-ASET will allow ADE to return to ITAC with more precise financial and resource forecasting than what is currently included in the AP and a clearer picture of what it will take to completely phase out the legacy system.

AP Phase I budget spend for next two quarters:

Actual Spend from February through June 2020: \$608,039

Projected Spend for July 2020: \$331,933

Forecast (August through December 2020): \$1,012,370

Total from February through December 2020: \$1,952,342

**Recommendation** - ADOA-ASET Oversight recommends enabling ADE to present their Accelerated Plan and related Change Request to ITAC. ADE requests that the Phase 1 scope be limited to the system function identified in the AP Estimate as Phase 1, subsystems CHAR or Common, and Dev Priority 1-4. Additionally, ADE will complete documentation of Requirements for Phase 1, subsystems APOR, Dev Priority 5-7. Should ADE complete this scope of work, ADE may return to ITAC for a change request to add additional scope before the end of the project timeline, June 30, 2021.

ASET recommends the following explicit conditions:

1. ASET, with ADE input, will detail the new project development milestones to set specific deliverable dates and will include deadlines for the entire project lifecycle and full system documentation. Should a milestone not be completed by the projected date, ADE shall submit a corrective action plan within 5 business days of the missed projected milestone completion date. The corrective action plan must provide a description of the missed milestone, cause(s) of the delay and the new projected completion date. If the new projected completion date is more than a 10% increase from the original milestone timeline or if ADE fails to meet the new projected milestone completion date, ASET may cause the project to be scheduled for ITAC review at the next available ITAC meeting for consideration of pausing, stopping, resetting, or continuing the project. Proof of the completion of a milestone will be by demonstration of the completed milestone by ADE with approval by ASET Oversight and ADE Executive Steering Committee.

AP Timeline - Phase 1 - Part 1			
Milestones	Duration	Start	Finish
Common & CHAR Requirements & Design	130 days	Mon 2/3/20	Fri 7/31/20
Payment System.Net Core Upgrade	45 days	Mon 3/30/20	Fri 5/29/20
CHAR & Common Development	150 days	Mon 5/25/20	Fri 12/18/20
Data Input	65.75 days	Mon 5/25/20	Mon 8/24/20
Equalization Base Calculation	50.25 days	Mon 6/22/20	Mon 8/31/20
Adjustments	85 days	Mon 8/3/20	Fri 11/27/20
Workflow	62.5 days	Mon 8/17/20	Wed 11/11/20
Reports	44.5 days	Tue 9/1/20	Mon 11/2/20
Monthly Payment Calculation	45 days	Mon 10/5/20	Fri 12/4/20
Review & Approval	45.5 days	Mon 10/5/20	Mon 12/7/20
Transfer	17.5 days	Wed 10/14/20	Fri 11/6/20
User Acceptance Testing	75 days	Mon 11/2/20	Fri 2/12/21
Report & Memo Publishing	12.25 days	Tue 11/3/20	Thu 11/19/20
External Agency Output	17.5 days	Mon 11/23/20	Wed 12/16/20
Integration Testing	14 days	Tue 12/1/20	Fri 12/18/20
APOR Requirements	92 days	Mon 8/17/20	Tue 12/22/20
Data Input	27 days	Mon 8/17/20	Tue 9/22/20
APOR Calculations	45 days	Wed 9/23/20	Tue 11/24/20
Adjustments	20 days	Wed 11/25/20	Tue 12/22/20

2. ADE will provide ASET and ITAC a baseline projected expenditure plan broken out by month and a month to month financial burndown report for the remaining timeline of the newly scoped project. ADE shall provide actual project expenditures for the previous month by the 15th of each month. For any actual project expenditure variance greater than 10% of the projected expenditure for the month, ADE shall provide an explanation of the variance. Further, ADE shall submit a corrective action plan with the actual project expenditures that month which resets project expenditure projections for the remainder of the project timeline. Should ADE exceed the projected expenditures of the corrective action plan, ADE shall provide ASET with a plan detailing additional funds, outside the approved APF funds, to be provided by ADE in order to complete the project.

3. ADE shall provide ITAC with monthly informational updates regarding the status of milestones and expenditures in accordance with the ITAC conditions above.